

ADMINISTRATIVE - INTERNAL USE ONLY

14 JUN 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]
Director of Information Services

SUBJECT: OIS Weekly Report (6 - 12 June 1984)

A. PROGRESS ON ACTION ITEMS

1. TRIS Development.

a. The TRIS Users Group reconvened to review the Preliminary System Design Specifications document for The Records Information System (TRIS). The review, which focused on the registry portion of TRIS, went smoothly. As in previous meetings, members of the TRIS Users Group expressed the need for establishing standards for entering data elements into TRIS. This concern led to the establishment of a Committee of Standards which will make recommendations to Chief, Information Resources Management Division (IRMD), regarding data standards that should be implemented on an Agency-wide basis.

b. Meetings were also held to discuss the Top Secret document control part of the TRIS Preliminary Design Specifications document and to answer questions from registry personnel who will be using TRIS. The meeting involved Top Secret control officers from each directorate. The users' session was intended to bring registry personnel up to date on TRIS developments and to provide a forum for their views.

c. The Information Technology Branch, IRMD, received telephonic concurrence from the Special Security Center, Office of Security, for computer certification of the destruction of SCI material. During the review of TRIS requirements, the users' group raised the issue of whether computer certification of the destruction of this material could replace the paper record. A request to this effect was sent to [REDACTED] Chief of the

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Center, who approved the change with one minor modification: that the TRIS system record the employee number rather than the badge number to certify destruction. He approved a three-year period for retaining data on destruction action in TRIS; currently paper records on destruction are maintained for five years. ITB will be receiving written authorization from [] in the near future.

2. Representatives from IRMD met with [], Deputy Director of Training and Education, and members of his staff to discuss the records control schedule for OTE's machine-readable records. [] was pleased with the schedule and expressed his appreciation of the effort expended in completing this project. The disposition of the data base for the Agency Training System was discussed because it is the only unresolved item in the schedule and will require further discussions with the Office of Personnel. [] indicated that OTE's ADP control officer would review all OTE computer tapes stored at the Agency Archives and Records Center (AARC) during the summer in order to identify tapes that are no longer needed and can be destroyed. He also agreed that all future OTE automated systems would be reviewed by the OTE Records Management Officer, enabling new systems to be scheduled prior to implementation.

3. A member of IRMD spent two days at Headquarters working with the New Building Project Office on the design of the Information Services Centers (ISC) for the new Headquarters Building. He also briefed the DDA's staff meeting on the concept of the ISCs and asked each office director to appoint a focal point officer to work with him in planning the ISCs. Almost all offices have responded to this request.

4. OSO provided the Document Accountability Section (DAS), ICB, with a monthly progress report on its efforts to find unaccounted for Top Secret collateral documents. OSO has designated alternate Top Secret control officers for each of its groups, divisions, and staffs, and is conducting an office search that is approximately 75% completed. In addition, a part-time employee is reviewing retired office holdings at the AARC. The review to date has produced limited results and C/DAS will meet soon with the OSO Top Secret control officer to recommend that OSO concentrate its review on [] retirement jobs which have been merged with OSO records.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. Chief, IRMD, signed a letter to the National Archives and Records Service amending our original agreement regarding the transfer of 198 feet of OSS records. The letter cancelled the access restrictions that had been placed on these records and substituted the Memorandum of Understanding executed by the Archivist of the United States and the DDA. NARS planned to open these records to the public on 11 June 1984.

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2. Members of IRMD met with the Deputy Chief, Audit Staff, OIG, to receive a briefing on the procedures followed by auditors in reviewing component activity. The information gained from this meeting will be used in planning audits of Agency records management programs. IRMD members will be meeting with members of the inspection staff this week to gain additional information on procedures, methods, and reports in order to further prepare for the two audits of components scheduled during this fiscal year.

3. Chief, Information Management Branch, IRMD, received a call from the Department of Defense regarding the classification of a letter from the Secretary of Defense to a member of Congress. Although DoD did not believe the contents of the letter were classified, they wanted to check with the Agency since it referenced specific CIA research interest and provided exact figures for Air Force funds channeled to the Agency. After coordination with the Deputy Comptroller, DoD was informed that the letter should be classified and agreed to mark the document appropriately.

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C. SCHEDULED EVENTS

The General Counsel has called a meeting for 20 June to review the recommended decision to declassify certain Agency patent applications which have been under secrecy orders. CRD, which reviewed the responsible component decision regarding declassification and prepared the paperwork for final approval, will represent the Director of Information Services at this meeting.

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